

RESEARCH ASSISTANT

JOB PURPOSE AND SUMMARY

This is a key staff position that contributes to the Department's ability to provide population-based assessment activities. The position reports to the Director of the Center for Assessment and Epidemiology Division (A&E) and works closely with the A&E team. This position provides technical assistance and support to other staff in A&E for the purpose of maintaining accurate and reliable data bases from which to conduct assessment activities. Functional responsibilities include technical code writing, working with existing data bases in the Department, extracting data from available data files, working with statistical software products, creating spread sheets, some work with graphic display, and providing a support service to the other divisions.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Provide direct support services to staff in A&E and the Health Officer who are conducting assessment and surveillance activities.
- Provide technical assistance in database work.
- Collect, validate, enter, and extract data on current issues of public health concern.
- Write in technical format for use in statistical analysis.
- Participate in project planning and development.
- Maintain the integrity and reliability of databases for assessment use according to an assessment plan for the Department.
- Participate in timely and accurate responses to community requests for public health information.
- Participate in both public and internal meetings in the completion of job duties.
- Participate as a member of the Assessment and Epidemiology planning team.
- Perform other staff duties and tasks as assigned that are consistent with the job class and the mission of the Department and A&E.
- This position could be required to be on site of a public health event (i.e., collect data, interview providers).

QUALIFICATIONS

Education and Experience: In addition to the knowledge and abilities, requires a bachelor's degree in the field of public health, medical media, or social/medical research; experience with data entry is required.

Knowledge of

- Relevant industry standards for work with databases.
- Principles and practices of scientific inquiry; research protocols; principles of data management; electronic transmission of data files.
- Principles and practice of epidemiology and surveillance.

Skill in

- Data entry, validation, collection and retrieval;
- Verbal communication and translating requests into a data product;
- Differing methodologies for data collection, manipulation, management and analysis;
- Development and maintenance of data collection instruments.
- Different software products such as Word, Excel, SPSS and graphics design, in addition to database.

Ability to

- Maintain confidentiality and adhere to the highest of ethical standards in the conduction of a scientific process.
- Work effectively with people of differing perspectives and disciplines, in and out of the Department.
- Manage personal stress and manage multiple work demands.
- Use independent judgment and to know when to seek additional authority for decision making.
- Complete projects in a careful and timely manner.
- Work with internal and external agents in a courteous and respectful manner.
- Be flexible in hours of work, which may extend into evening and weekend time.
- Work as a team member.
- Communicate with people at various socio-economic levels.
- Maintain neat personal appearance and a courteous professional attitude toward co-workers and the public.